



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 14 - 063

OPEN TO: **All Interested Candidates/All Sources**

POSITION: **Procurement Agent, FSN-8; FP-6**
(Salary approx. Tk. 68,000 per month)

OPENING DATE: **October 27, 2014**

CLOSING DATE: **November 9, 2014** (before 4:30 p.m.)

WORK HOURS: Full-time; 45 Hours/5 days per week

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

U.S. Embassy Dhaka is seeking applications for the position of **Procurement Agent** in the Procurement Contracting Unit, General Services Office (GSO).

BASIC FUNCTION: Under the direct supervision of the Procurement Supervisor, the incumbent is responsible for preparing all major projects, complicated purchase orders, delivery orders, cable orders, credit card orders and their subsequent follow-up. Also responsible for coordinating and supervising the preparation of major purchase orders in compliance with federal regulations, handling a majority of correspondence crucially important for the day-to-day operation of the Procurement Section.



MAJOR DUTIES AND RESPONSIBILITIES:

A. PROBLEM-SOLVING AND CORRESPONDENCE:

- ✚ Handles most complex issues and far-reaching problems regarding procurement, requiring original/creative problem-solving approach geared to each individual case.
- ✚ Receives incoming correspondence on a specific issue, determines and undertakes appropriate action, normally by drafting/typing/preparing letters, memoranda, fax, e-mail, cables etc., covering a wide range of discrepancies as well as on the various aspects of the day-to-day procurement operations.
- ✚ Coordinates with other offices and some other agencies as well as the requestors regarding change in mode of shipment, addition/deletion/substitution of particular items, obsolete items, cancellation of Purchase Orders and General Services Administration (GSA) Requisitions and requests additional funds with appropriate fiscal data and arrange for de-obligation of funds accordingly.
- ✚ Handles complex follow-up on purchase orders and procurement requests by correspondence to all vendors, the Department - General Services Administration (GSA), USDA, Supply Services Center, RPSO's and other diplomatic posts to ascertain status, seek clarification and to resolve the outstanding problems. In case of no response despite repeated correspondence, seeks assistance of the Department or other diplomatic posts and regularly follows-up on these.

B. PROCUREMENT OF SUPPLIES AND SERVICES:

- ✚ Handles major aspects of procurement of supplies and services including all projects. Receives procurement requests from Supervisor, reviews these thoroughly and determines required type of action and sources available. Explores the availability of sources in the internet. Obtains or prepares specifications, reviews price quotes, prepares price comparison documents, estimates probable cost and determines applicable fiscal accounts to be charged.
- ✚ Prepares substantive procurement documents for ordering items to be obtained from GSA, diplomatic posts, agency headquarters, commercial vendors etc. Regarding local purchases, requests bids or quotations by telephone, correspondence or advertisement. Reviews, analyzes and summarizes responses and prepares recommendations as to the best offer, keeping in view relevant factors such as price, quality, delivery time, bidders' capability etc. Prepares sole-source justification and waiver documentation, where necessary. If required, contact bidders to determine capabilities and negotiate price and other factors or participates in further



negotiations between bidder, the Procurement Officer and the Procurement Supervisor.

- ✚ Prepares all complicated purchase orders, requiring comprehensive command of procurement policies, standards, regulations and procedures. Also directs, coordinates and supervises the preparation of major purchase orders, telegraphically and on prescribed format. Ensures strict adherence to the formats and standards of cable purchase orders. If required, assists the senior Procurement Agent in negotiating contract terminations and revisions. Analyses performance under contracts as a guide to future contract procurement. Develops and maintains market data regarding suppliers and prices and regularly updates these. Ensures proper maintenance of procurement reference materials.

- ✚ A variety of commodities and services are procured, including but not limited to office furniture, equipment and supplies, household furniture and equipment, automotive vehicles, petroleum products, building and equipment maintenance, repair services, technical items such as automotive and office equipment spare parts, electronic, and other specialized equipment and machinery, and specialized tools.

C. PREPARE REPORT FOR S/FPDS/RECONCILE PURCHASE CARD STATEMENT:

- ✚ Reconciliation of Purchase Card Statements.
- ✚ Prepare State/Federal Procurement Data System reports for collecting and reporting procurement data and submit this report to Office of Procurement Executive A/OPE.

QUALIFICATIONS REQUIRED:

- 1. Education:** Minimum three years bachelor's degree is required. *(You must attach a copy of your bachelor's degree certificate and specialized training certificate along with your application form.)*
- 2. Language Proficiency:** Level III (Good working knowledge) in both spoken and written English and Bangla required. English language proficiency will be tested.
- 3. Prior Work Experience:** Minimum three years of progressively responsible, professional acquisition/assistance experience is required.



- 4. Knowledge:** Thorough working knowledge of Dept. of State, Federal and associated agency procurement regulations, instructions, procedures, GSA ordering and catalog instructions, FEDSTRIP ordering procedures U. S. Federal specifications and standards and contracting procedures and practices required.
- 5. Skills and Abilities:** Level II (40 wpm) typing ability required. Must exhibit tact yet maintain effectiveness while dealing with contractors and suppliers.

SELECTION PROCESS:

It is essential that candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** When equally qualified, US Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a security clearance.



TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

1. Form DS-174, “Universal Application for Employment as a Locally Employed Staff or Family Member” (UAE). **This form must be completed in English.** You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand.

[Application Form](#)

2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

All Bangladeshi applicants must complete the application form and must attach the following documents; if you do not attach the below mentioned documents, your application will be considered incomplete and will not be processed further:

- I) A passport size photograph (taken within six months), and**
- II) A copy of Passport or Voter ID or Driver’s License, and**
- III) A copy of educational or trade school certificate as required.**

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.

SUBMIT APPLICATION TO:

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212



All candidates must submit the **Universal Application for Employment form** DS-174 either by regular mail (postal service) **or**, deliver by Hand to the South barrier of the U.S. Embassy. **Please do not send applications via fax.**

Blank application forms are also available at the South barrier of the U.S. Embassy (near the Nepal & Vatican Embassy) and at our internet website at <http://dhaka.usembassy.gov/> (Go to “About Us” and click on “Job Opportunities”)

POINT OF CONTACT:

Human Resources Assistant

Telephone #88 02 5566 (between 10am to 11am Sunday through Thursday)

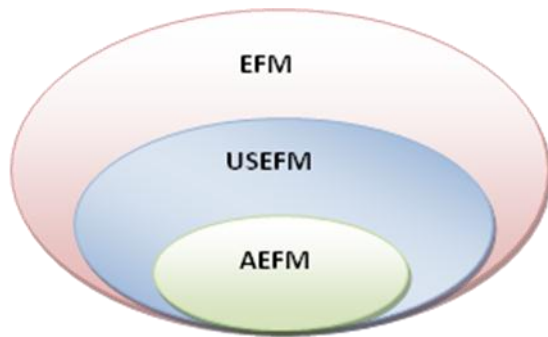
CLOSING DATE FOR THIS POSITION: November 9, 2014

The U.S. Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.



Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,



Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.



A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Cleared by:

HRO:

GSO:

FMO: